



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of April 14, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

African American Community Specialist – Exam #21438 / Annual Salary \$49,257 - \$68,931

There is currently one exempt, full-time African American Community Specialist vacancy to be filled in the Neighborhood and Community Relations Department. Position requires a flexible work schedule to attend community meetings, etc.; some travel to other parts of the State and the City. **Primary Responsibilities:** The position will create access and equity to city services ensuring that barriers to participation are removed for under-represented communities including but not limited to race, language, disability, sexual orientation, cultural norms and practices. The position will lead the development and maintenance of trusted relationships with under-represented communities to engage them into the decision making processes for the development and implementation of programs and policies for the City of Minneapolis and neighborhood organizations.

Qualifications: **Required Education:** Bachelor's degree in African American Studies, Communications, Public Relations, Urban Studies, Public Administration or an equivalent. **Required Experience:** Three years of experience working with African American communities in an urban setting, including one (1) year of experience with policy or program development, project management or equivalent and one (1) year of experience working with community engagement work in under-represented communities for a local government. **Equivalency:** An equivalent combination of related education/experience within under-represented communities may be considered. **ALL applicants MUST complete and submit:** 1) **City of Minneapolis Online Application**, apply online at <http://www.minneapolismn.gov/jobs/index.htm>, 2) **Cover Letter and Resume** must be submitted prior to the job closing date, and 3) **Supplemental Questionnaire**. Supplemental questions are listed in the job posting for the position. Applicants are required to submit cover letter and resume, along with responses to the supplemental questions to Joel.lampe@minneapolismn.gov prior to the job closing date. **Applications accepted through Friday, April 25, 2014.**

Applications Programmer – ETL – Exam #21417 / Hourly salary \$25.09 up to \$34.53

There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing operational and strategic application and data support and planning for the InfoSphere and analytic tools including IBM ICP&O (IOP). Responsible for the enhancement of data quality and data integration capabilities. **Qualifications:** **Required Education:** Associates Degree in Computer Science, Management Information Systems, Software Engineering, or a closely related field. **Required Experience:** Two (2) year of relevant experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, April 18, 2014.**

Assistant City Attorney I - Criminal – Exam #21426/ Annual Salary \$67,001 - \$95,940.

The City of Minneapolis currently has one (1) exempt, full-time, permanent vacancy to be filled in the Criminal Division of the City Attorney's Office. **Primary Responsibilities:** Under general supervision of a Supervising Criminal Attorney, the Assistant City Attorney I performs professional legal work of ordinary difficulty and complexity. He or she prepares and tries petty misdemeanor, misdemeanor, and gross misdemeanor cases. **Qualifications:** Juris Doctor Degree from an accredited law school; License to practice law in the State of Minnesota at time of hire and throughout employment; Cover Letter; Writing Sample; Response to Supplemental & Screening Questions; MPD Background/Academic check and drug/alcohol test. **Applications accepted through April 16, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

Assistant City Attorney I - Civil – Exam #21427/ Annual Salary \$67,001 - \$95,940.

The City of Minneapolis currently has one (1) exempt, full-time, permanent vacancy to be filled in the Civil Division of the City Attorney's Office. **Primary Responsibilities:** Under general supervision of the Deputy City Attorney, Civil, the Assistant City Attorney I assigned to the Client Services Team performs professional legal work involving civil matters, including providing legal advice and drafting ordinances, drafting and negotiating contracts, drafting development or real estate agreements and performing other client services projects. **Qualifications:** Juris Doctor Degree from an accredited law school; License to practice law in the State of Minnesota at time of hire and throughout employment; Cover Letter; Writing Sample; Response to Supplemental & Screening Questions; MPD Background/Academic check and drug/alcohol test. **Applications accepted through April 17, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

The City of Minneapolis is an Equal Opportunity Employer

Community Service Office (CSO)#21446 -- \$15.64 – \$19.12 Hourly

A Community Service Officer (CSO) works approximately 20-30 hours per week in the Minneapolis Police Department while enrolled as a student in an approved, two-year law enforcement program and/or working toward completion of MN Peace Officers Standards and Training (POST) licensing requirements, paid for by the Minneapolis Police Department. CSOs assist the police department and community by promoting intercommunication, understanding and cooperation between department personnel and the diverse communities of the City of Minneapolis. The CSO is a civilian position which has the possibility of promotion to a full time Police Officer position. **Qualifications:** Must be at least 18 years of age by January 1, 2015, have a high school diploma or equivalent by January 1, 2015, and have a valid Driver's License. To review a complete job announcement and to apply online, visit www.minneapolismn.us/jobs. **Applications accepted April 14-May 2, 2014.**

Customer Service Agent I-Minneapolis 311 Exam #21436

The Customer Service Agent I will receive and process non-emergency calls and emails for government services, city services and calls from residents, businesses and visitors. The current hours of the Call Center are 6:45am to 7:00pm Monday through Friday & Saturday through Sunday 7:45am to 4:30pm. **Qualifications: Experience-** Two (2) years of high-volume telephone traffic, which has included experience in customer service and/or with work order management software. **Education-** High School diploma or equivalent. **For a complete job announcement including job duties, requirements and how to apply online please visit** www.minneapolismn.gov. **Applications accepted through Friday, April 18, 2014.**

Manager, Accounting – Exam #21336/ Annual Salary \$65,001- \$83,371

The City of Minneapolis currently has one (1) exempt, full-time, permanent vacancy to be filled in the Finance Department. **Primary Responsibilities:** Coordinate, supervise and manage the General Accounting and Managerial unit of the Accounting and Financial Reporting Section of the Controller's Division. Provide oversight and direction to staff overseeing the central accounting and reporting for the General Fund, Convention Center and other City departments along with the preparation of the annual financial report and coordination of the audit of the City and the accounting and reporting for its tax revenues and capital asset records. **Qualifications:** Experience: Three years of experience performing similar duties including at least 2 years of supervisory experience Education: Bachelor's Degree in Accounting, Finance and Business Administration, or a closely related field. License: Certified Public Accountant (CPA) preferred. **Applications accepted through April 25, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

Director, Assessments – Appointed / Annual Salary \$100,890 - \$111,511

Currently seeking a polished, engaging and energetic candidate with demonstrated leadership skills in assessment administration as well as previous performance management experience with a commitment to excellence in a high-energy office. The City of Minneapolis is seeking candidates for a highly visible leadership position reporting to the City Assessor. As the Director of Assessments this individual will understand the overall mission of the organization and ensure that each division contributes to the success of the mission. This position involves motivating, training and creating a positive climate for change. The Director should embrace the assessment profession as a challenging and enjoyable career choice. **Qualifications: Education -** Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent. **Experience -** Six (6) years of municipal work experience in appraisal work for assessment purposes which have included supervisory and management experience. Certified Senior Accredited Minnesota Assessor (SAMA) is required. Please email cover letter, resume, scanned copy of required professional certifications by **April 25, 2014** to: joel.lampe@minneapolismn.gov

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PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Wednesday, April 16, 2014.**

Police Officer - Lateral #21443 / \$54,504 to \$69,565 beginning Annual Salary – Plus Full Benefits Package

Starting salary will be determined by years of prior sworn service and size of department in which you last served. Primary Responsibilities: Police officers with law enforcement experience are encouraged to apply. A Minneapolis Police Officer interacts with citizens to identify and solve problems in their neighborhoods; keeps law and order; makes necessary arrests; keeps records and writes reports of all important incidents; responds to citizen calls for assistance during crisis situations; patrols a beat on foot or in a patrol car; checks property, suspicious persons and all others suspicious or dangerous conditions within the City of Minneapolis; investigates complaints and conducts preliminary investigations at the scene of crime, accident or other police matters; enforces traffic laws and responds to traffic accidents; testifies in court by presenting evidence and facts; works various shifts and weekends. **Qualifications: Licenses:** Must maintain a valid driver's license that is accepted by the State of Minnesota. Applicants must have taken and passed the MN Board of P.O.S.T. licensing exam by Friday, April 25, 2014. Must currently be a full-time active Police Officer. Must possess a minimum of three (3) years of full-time sworn experience. Must be United States Citizen. Must not have been convicted of a felony. To review a complete job announcement and to apply online visit www.minneapolismn.gov/jobs/. **Applications accepted April 7, 2014 – April 25, 2014.**

Risk Manager – Exam #21442 / Annual Salary \$72,948 - \$93,158

Supervise, administer, and coordinate the Workers' Compensation Claims Unit of the Risk Management & Claims Division, handle a caseload of active Workers' Compensation, Subrogation, or Liability claims files, and serve as backup for the Loss Prevention Coordinator and the Director. Supervise and coordinate work in one or more functional areas; carry out special projects as assigned. **Qualifications:** **Experience-**Three (3) years of related work experience, which have included work in risk management, project management, insurance contracts, and business administration. **Education-**Bachelor's Degree in Risk Management, Computer Science, Claims & Property Insurance or equivalent. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through April 18, 2014.**

Senior Applications Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Senior Project Coordinator (CPED) – Exam #21408 / Annual Salary \$65,059 up to \$82,212

The City of Minneapolis seeks a housing development professional to coordinate the financing and development of housing development projects in Minneapolis. This staff position is also responsible for managing assigned housing development projects, various public financing programs, assisting with private investment in the development and presenting all aspects of the project to the various stakeholders, including applicable City Council Committees. **Education-** Bachelor's Degree in business administration, political science, public administration, economics, real estate, urban planning or a related field. **Experience-** Five or more years of housing development, real estate development, or community development experience, or equivalent. An equivalent combination of related education and experience may be considered. Applicants with Housing Finance Professional I certification from the National Development Council or comparable housing development certification are preferred. **To review a complete job announcement and to apply online visit www.minneapolismn.gov. Applications accepted through Friday April 25, 2014.**

Software Engineer II (Business Intelligence Engineer – Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted until candidate pool has been established, determined by HR.**

CITY EMPLOYEES ONLY

311 Customer Service Agent II – Exam #21447/ Hourly \$20.31 up to \$28.02. Restricted to City Employees

Primary Responsibilities: The Customer Service Agent II will receive and process non-emergency calls and emails for government services, City services and calls from residents, businesses and visitors; and function in a lead worker capacity over Customer Service Agents I assisting in the coordination of daily work assignments, monitoring call center operations, preparing reports on shift activities, etc. The hours of the Call Center are anticipated to be 6:55 a.m. to 7:00 p.m., Monday through Friday and 8:00a.m. - 4:30 p.m. on Saturday and Sunday. Call Center staff work in shifts. Weekend hours will be a requirement by time of hire. **Qualifications Education:** High School diploma or equivalent. **Experience:** Two (2) years of experience related to the duties and responsibilities listed above. Two years' experience in heavy telephone contact environment is desirable. **Applications accepted through April 23, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

Customer Service Representative II – Exam #21448 / Hourly Salary \$18.20 up to \$25.37*Only City of Minneapolis employees may apply

ALL applicants MUST submit a completed: 1) City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov/jobs, 2) Resume must be submitted prior to the job closing date to Joel.Lampe@minneapolismn.gov, 3) Applicants failing to follow the application process may not be considered. Resumes are not being accepted in place of an official City of Minneapolis application, 4) Only City of Minneapolis employees may apply. **Primary Responsibilities:** Under general supervision the position is responsible for assisting in the resolution of the more complex problems associated with City billing, permits and/or business license processing, and performing customer intake and triage, research, and processing of customer refunds. **Requirements:** **Education:** High School Diploma or equivalent. **Experience:** Two (2) years of related experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, April 23, 2014.**

Fire Motor Operator #21435 Bi-weekly salary: \$2606 up to \$2872

This position performs work driving all fire department vehicles and attached apparatus and operates pumps and ladders.

Qualifications: **Education-** Required coursework in Apparatus Driver/Operators or equivalent. **Experience** Must be a sworn member of the Fire Department with at least four (4) years with the Fire Department. To review a complete job announcement and to apply online visit www.minneapolismn.gov **Open March 31, 2014 through April 25, 2014.**

Senior Inspector Building Trades Exam #21441 Hourly Salary: \$31.84 up to \$35.89 RESTRICTED TO CPED The Senior Inspector will enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing, gas piping, mechanical or electrical systems within your specific license to assure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment. To provide a cost effective, efficient required final inspections on building, plumbing and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300. **REQUIREMENTS:** **Education-**Bachelors Degree in architecture, engineering, construction management, or two years of education in a college or trade school or an apprenticeship training in a construction trade area. **Experience-**Three years as a Municipal Building Inspector Building Trades, in an environment equivalent to the City. For a complete job announcement including license requirement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Friday, April 18, 2014.**

Senior Water Treatment Operator – 21424/Salary \$29.070 – \$29.580 Restricted to City of Minneapolis only

Act as lead worker in the operation and maintenance of the City's water treatment system to ensure adequate quantity and quality of potable water. **QUALIFICATIONS:** Water Environment Technologies Diploma (One year Program) or equivalent. Three years of directly related experience. Minnesota Class 'C' Water Operators License. Minnesota Special Boilers License. Driver's License. Obtain a Minnesota Grade B Water Operators certificate within 4 years of hire. Background check. **Applications accepted through April 18, 2014**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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